

A request for a computer account from club representatives requires the completion of the following application. Clubs and organizations requesting accounts must be **officially recognized by Radford University*** before an account will be established, and **signatures must be obtained from the club/organization president, faculty advisor, and the Assistant Director for Student Activities/Student Involvement at Hurlburt Student Center before forms will be processed.**

The account custodian responsibility should be assigned to an officer or member that is well versed in computers and regularly uses e-mail and the web. The custodian specified below will be notified by personal e-mail when accounts are ready for use. Incorrect or missing information will delay your request.

**Contact Hurlburt Student Center for details regarding official University recognition procedures.*

This request is for: ☐ New Account ☐ Custodian Change

Name of Club or Org: <input style="width: 90%;" type="text"/>	Type of Club or Org: <input style="width: 90%;" type="text"/>	
Club/Organization email account (if already established). **If a new account, please list an account name preference. It must be 8 or fewer characters in length: <input style="width: 90%;" type="text"/>		
Name of Acct Custodian: <input style="width: 90%;" type="text"/>	Acct Custodian's RUID: <input style="width: 90%;" type="text"/>	
Acct Custodians's Local Address: <input style="width: 90%;" type="text"/>	Acct Custodian's Phone #: <input style="width: 90%;" type="text"/>	
Acct Custodian's E-Mail: <input style="width: 90%;" type="text"/>		
Account Custodian's Agreement		
I, the above, present myself as the custodian of the Radford University e-mail account for the club/organization named above. I agree to properly manage and maintain this account in the best interest of my club/organization. Further, I agree to know, understand, and abide by the Acceptable Use Policy and the Student Computer Policies of Radford University as outlined in the <i>Student Handbook</i> .		
Acct Custodian's Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>	
Club/Organization Approvals		
Printed Name	Signature	RU Username
Club Org. President: <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Faculty Advisor: <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Assistant Director for Student Activities: <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Print, Sign and return completed form to: Identity Management, Box 6888
All signatures are required before your request will be processed.
Allow 5 business days for processing.